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|  | **FREE LANCE TRANSLATOR****FRENCH – ENGLISH – SPANISH****Françoise BAUMANN**🖁+33 (0)6 63 31 66 73@ baumann.tradassistance@gmail.com**PROFESSIONAL EXPERIENCE****2009 – 2013    GE CONSULTANTS, chartered accountants in Aix en Provence (France)** * *Translation of accounting reports, legal or sales documents in English & Spanish*

*(*real estate programs for investment projects, formalities, engagement letters, forecast budgets, statements)**2002 – 2008    FRANCELOC holiday residences head office (France)*** *Translation of tour operators’ contracts / commercial brochures / web site, web forms (English, Spanish & Italian)*
* Billing & reminders to European agencies
* Booking accommodation for groups and providing services
* Marketing for campsites (prospecting and contracts)

**1999 - 2001    VIP RIVIERA SERVICES, Anglo-French incoming agency in Nice (France)** * *Guide assistant for business English-speaking customers in incentive tours in the French Riviera*
* Tailor-made programs in English

 (accommodation, catering, guided tours, coach rental or private drivers)**EDUCATION****2013 – 2014    Professional trainings by Société Française des Traducteurs (Paris)*** *How to success in translation business and find customers*
* *Translation tools (TAO, memories) / Multilingual voice dictation*
* *Documentary strategy to improve productivity*

**2001 Technical degree in Tourism** - Sales and tourism production specialization**June 1999** High School Literary Diploma **Languages specialty (first-class honors)****SKILLS*** Translation Memory: Wordfast Pro
* Database - software Quadratus, Sage accounting basics
* Office pack (Word, Excel, PowerPoint, Outlook)
* Languages: English Professional - bilingual Spanish/French - current Italian - German good concepts.

**MISCELLANEOUS**Hobbies : Reading, cinema, music, volunteer Spanish-speaking activities.Travels : South America, Spain, Italy, Portugal, Switzerland, Germany. |